



APPLICATION FOR ZONING VARIANCE
Department of Safety and Inspections
375 Jackson Street
Suite 220
Saint Paul, MN 55101-1806
General: 651-266-9008
Fax: (651) 266-9099

Zoning office use only

File Number: _____
Fee: \$ _____
Tentative Hearing Date: _____
Section(s) _____
City agent _____

APPLICANT

Name _____ Company _____
Address _____
City _____ ST _____ Zip _____ Phone _____
Email _____ Fax _____
Property Interest of Applicant (owner, contract purchaser, etc) _____
Name of Owner (if different) _____ Phone _____

**PROPERTY
INFORMATION**

Address / Location _____
Legal Description (*attach additional sheet if necessary*) _____

Lot Size _____ Present Zoning _____ Present Use _____
Proposed Use _____

Variance[s] requested:

Supporting Information: Supply the necessary information that is applicable to your variance request, provide details regarding the project, and explain why a variance is needed. Duplex/triplex conversions may require a pro forma to be submitted. Attach additional sheets if necessary.

Attachments as required:



Site Plan



Attachments



Pro Forma

Applicant's Signature _____ Date _____

The following must be submitted to the Zoning Administration, Department of Safety and Inspections, 375 Jackson Street, Suite 220, St. Paul, MN 55101. Any questions, call 651-266-9008.

1. A variance application form filed by the owner, contract purchaser, lease holder or sign contractor on behalf of the owner
2. A site plan showing the sign location and an elevation plan of the sign.
3. A filing fee of \$520.
4. Any additional information which would assist the Board in making their decision.

PUBLIC HEARING

The Board of Zoning Appeals meets every other week, usually on Mondays. All items to be placed on the agenda must be submitted at least three weeks prior to the hearing date. The public hearing is held at 3 pm in Room 330 of the City Hall/Courthouse building. **The applicant or their representative is expected to attend the hearing.**

All property owners within 350 feet of the site, as well as the Citizen Participation District Council, are notified by mail at least 10 days prior to the public hearing. Anyone may submit a letter, petition, etc., or appear at the hearing to give verbal testimony about the case, either in support or in opposition.

The zoning administration staff prepares a staff report for each case and makes a recommendation for approval or denial, a copy of which is sent to the applicant before the hearing.

APPEAL

Any affected party may appeal the decision of the Board of Zoning Appeals to the City Council within 10 days of the date of the decision. The reason for the appeal must be submitted in writing to: Zoning Administration, Office of LIEP, 8 Fourth Street E, Suite 200, St. Paul, MN 55101, along with the required filing fee of \$440.

TIME LIMIT

A zoning variance is valid for two years unless the sign is constructed pursuant to a building permit. The Zoning Administrator may grant an extension not to exceed one additional year.

ADMINISTRATIVE REVIEW

The Board of Zoning Appeals also reviews any appeal of a decision of the Zoning Administrator dealing with the provisions of the Sign Code. The above procedure is followed. A letter must be submitted specifying the basis for the appeal; the filing fee is \$520.



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

*Department of Safety & Inspections
375 Jackson Street., Suite 220
St Paul, Minnesota 55101*

*Telephone: 651-266-9090
Facsimile: 651-266-9009
Web: www.liep.us*

SIGN VARIANCE

The St. Paul Board of Zoning Appeals (BZA) has the authority to grant variances from the strict applications of the Sign Code for unique signs or unusual conditions. The Board may not grant a variance which is not otherwise permitted in that zoning district under the provisions of the Sign Code.

The Board of Zoning Appeals must make the following findings in order to grant a sign variance:

1. The sign request is due to unusual conditions pertaining to sign needs for a specific building or lot
2. The sign would not create a hazard.
3. The sign would not violate Minnesota Statutes or rules and regulations developed pursuant hereto.
4. The sign would not be objectionable to adjacent property owners.
5. The sign would not adversely affect residential property through excessive glare and lighting.
6. The sign would be in keeping with the general character of the surrounding area.

In addition, the BZA must make the following findings required for all types of variances:

1. The variance is in harmony with the general purposes and intent of the zoning code.
2. The variance is consistent with the comprehensive plan.
3. The applicant has established that there are practical difficulties in complying with the provision, that the property owner proposes to use the property in a reasonable manner not permitted by the provision. Economic considerations alone do not constitute practical difficulties.
4. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
5. The variance will not permit any use that is not allowed in the zoning district where the affected land is located.
6. The variance will not alter the essential character of the surrounding area.

In granting a variance, the board shall make written findings stating the grounds upon which the variance is justified.

FILING INFORMATION

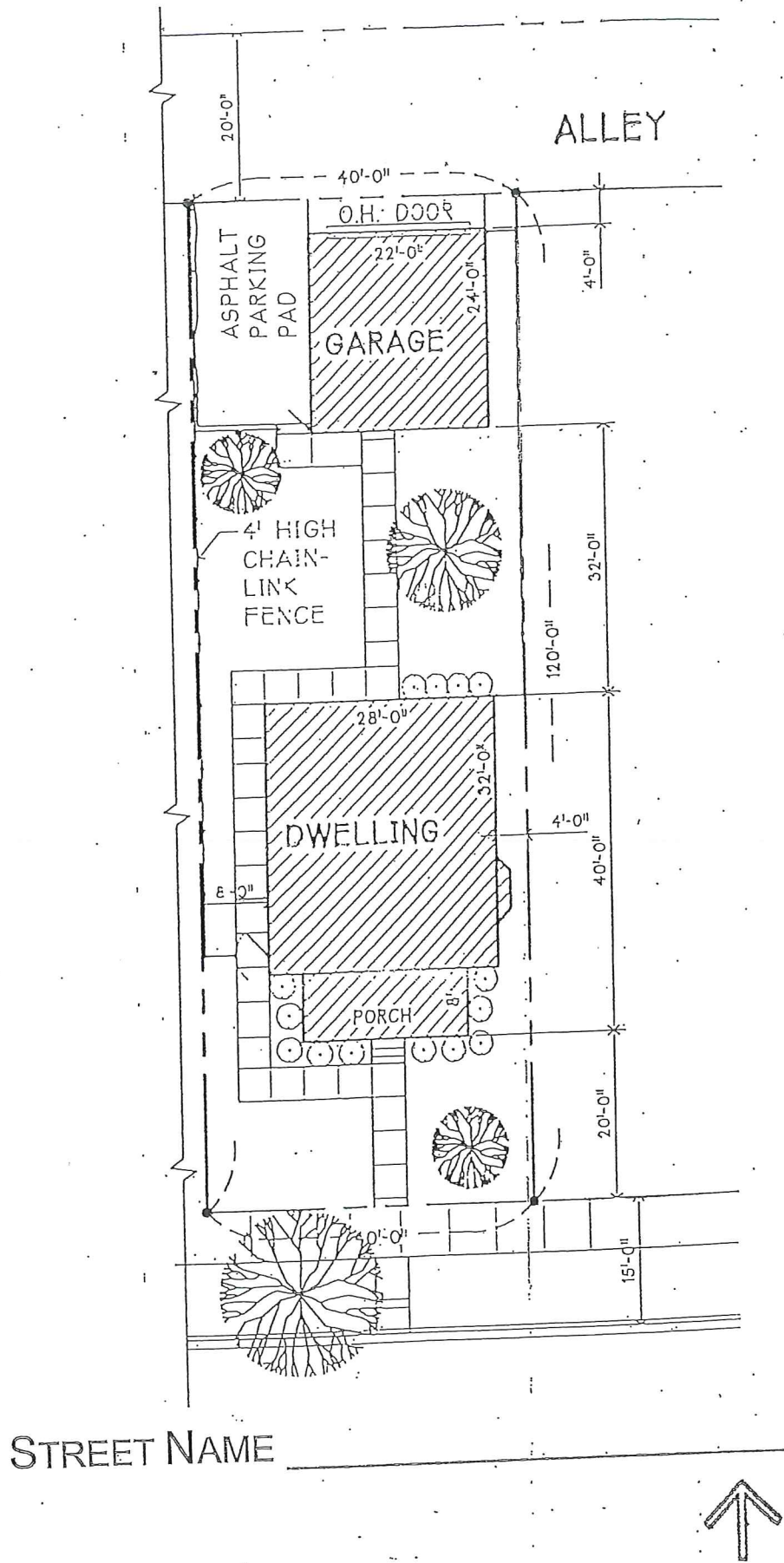
SITE PLAN FORMAT

A suitable site plan must be submitted with the application before it can be accepted. **All projects must submit full size scaled plans in order for the zoning staff to determine the variance(s) required.** The following information should be on the site plan, include one set on either 8 1/2" x 11" or 8 1/2" x 14" paper.

1. The name, address, and phone number of the applicant.
2. A legal description.
3. The direction of north shown with ^N ^ preferably toward the top.
4. The layout of the property drawn to scale and dimensioned. The scale should be stated such as 1" = 20'.
5. The placement of all pertinent features within the property such as the main building, accessory buildings, driveways, walkways, significant features like trees, landscaped areas, gardens, hedges, parking areas, terrain conditions, etc.
6. For variances, indicate clearly the proposed changes requested. For example, show current and proposed setbacks.

This site plan will be reviewed by many people. It should be legible, accurate and complete. If it is not, there may be a delay in getting zoning approval.

If you have any questions regarding the preparation of a site plan, please call 651.266.9008.



STREET NAME

TYPICAL SITE PLAN

1" = 20'0"

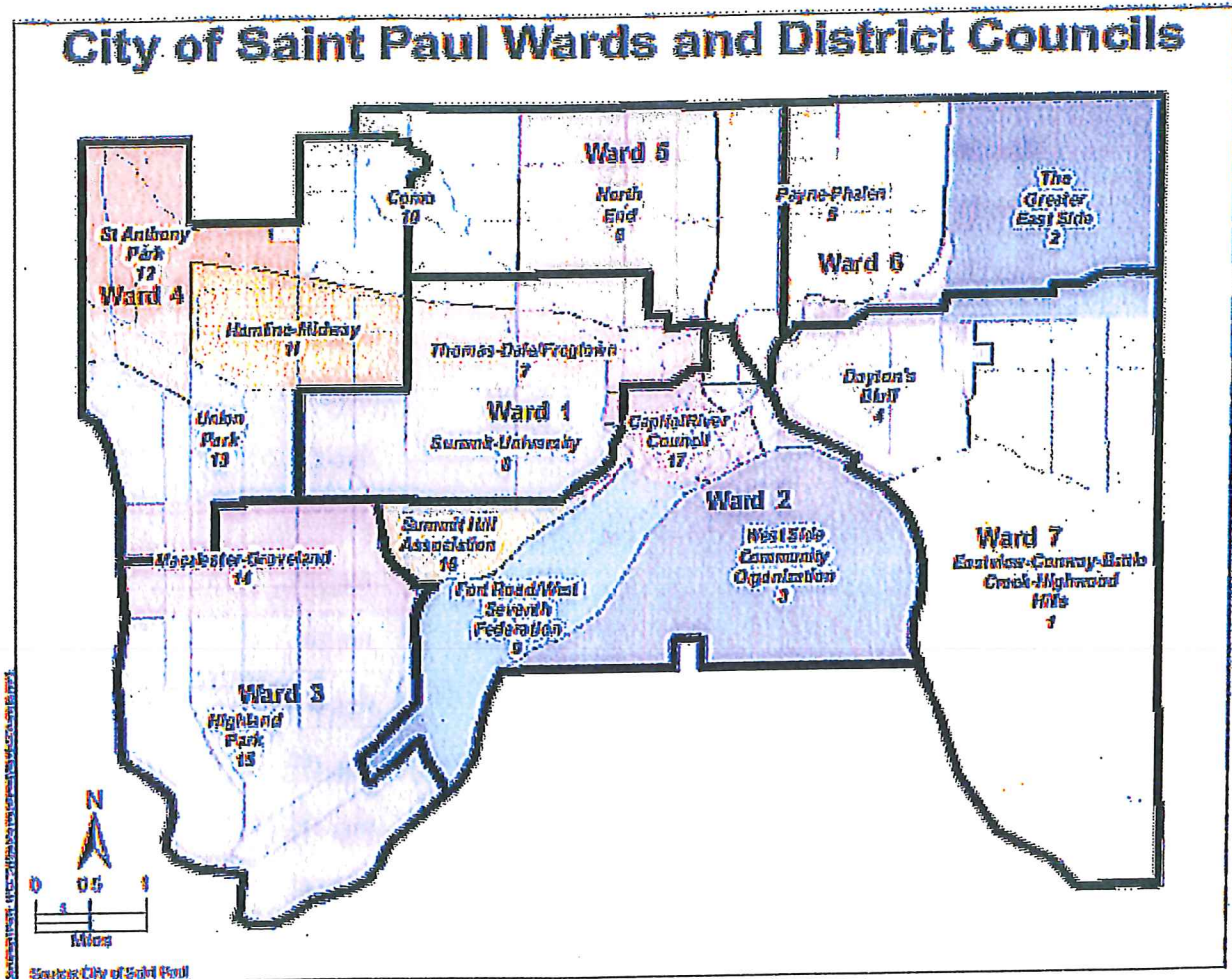
NORTH

**Board of Zoning Appeals
Schedule for 2016 Meetings**

<u>BZA Cutoff</u>	* denotes a Wednesday	<u>BZA HEARING DATES</u>
Dec.14		Jan. 04
Dec. 28		Jan. 20*
Jan. 11		Feb. 01
Jan. 25		Feb. 17*
Feb. 08		Feb. 29
Feb. 22		Mar. 14
Mar. 07		Mar. 28
Mar. 21		Apr. 11
Apr. 04		Apr. 25
Apr. 18		May 09
May 02		May 23
May 16		Jun. 06
May 31		Jun. 20
Jun. 13		Jul. 06*
Jun. 27		Jul. 18
Jul. 11		Aug. 01
Jul. 25		Aug. 15
Aug. 08		Aug. 29
Aug. 22		Sep. 12
Sep. 06		Sep. 26
Sep. 19		Oct. 10
Oct. 03		Oct. 24
Oct. 17		Nov. 07
Oct. 31		Nov. 21
Nov. 14		Dec. 05
Nov. 28		Dec. 19
Dec. 12		Jan. 04*, 2017
Dec. 27		Jan. 16, 2017

Saint Paul Planning Districts

The District Council affected by your site plan will receive notification of your application and a copy of the site plan. District Councils have an advisory role on site plans and they may make a recommendation to staff or the Planning Commission on large projects or ones that raise neighborhood concerns. To facilitate this citizen participation process, it is suggested that you contact the District Council to see if they want to discuss your application with you at a neighborhood meeting.



District Council

- 1 District 1 Community Council
- 2 District 2 Community Council
- 3 West Side Citizens Organization
- 4 Dayton's Bluff District 4 Community Council
- 5 Payne Phalen District 5 Planning Council
- 6 District 6 Planning Council
- 7 Frogtown Neighborhood Association
- 8 Summit University Planning Council
- 9 West Seventh/Fort Road Federation
- 10 District 10 Como Community Council
- 11 Hamline Midway Coalition
- 12 Saint Anthony Park Community Council
- 13 Union Park District Council
- 14 Macalester Groveland Community Council
- 15 Highland District Council
- 16 Summit Hill Association
- 17 Capitol River Council - District 17

Contact Person

Betsy Leach
 Chuck Repke
 Christine Shyne
 Deanna Foster
 Leslie McMurray
 Kerry Antrim
 Caty Royce
 Inna Landrum
 Betty Moran
 Ted Blank
 Michael Jon Olson
 Amy Sparks
 Bernadette Chlebeck
 Afton Martens
 Kathy Carruth
 Jeff Roy
 Melissa Martinez-Sones

Phone Number

651-578-7600
 651-774-2220
 651-293-1708
 651-772-2075
 651-774-5234
 651-488-4485
 651-789-7407
 651-228-1855
 651-298-5599
 651-644-3889
 651-494-7682
 651-649-5992
 651-645-6887
 651-695-4000
 651-695-4005
 651-222-1222
 651-221-0488